

SYNERGIES COMMITTEE MEETING #1118  
Friday, October 26, 2012, 1:30 PM  
Winchester Hall, Third Floor Meeting Room

**AGENDA**

Introductions

Approval of Minutes

Establishing Schedule for Reports

Combining Discussion by Jimmy Reeder

Announce Next Meeting

Adjourn

SYNERGIES COMMITTEE MEETING #1118 MINUTES  
Friday, October 26, 2012, 1:30PM, 3<sup>rd</sup> Flr. Mtg. Rm.  
Winchester Hall, 12 East Church St., Frederick, Md.

Frederick County Board of Commissioners' Vice President Paul Smith called the Synergies Committee Meeting #1118 to order at 1:30PM in the 3<sup>rd</sup> Floor Meeting Room of Winchester Hall, 12 East Church St., Frederick, Md. Board of Education Members; Dr. April Miller, Katie Groth and Jimmy Reeder were present, as well as, Committee Member Alderman Karen Young.

Commissioner Smith moved approval of the September 7, 2012 Synergies Committee Minutes as presented. Jimmy Reeder seconded the motion, which passed with Committee Members' Smith, Reeder and Miller voting in favor, Groth and Young abstaining.

The schedule for synergies updates by agencies' staff was discussed. By consensus, updated synergy reports regarding DPW functions/vehicle maintenance, Sustainability, and Parks and Recreation will be scheduled for presentations at the November 30, 2012, Synergies Committee Meeting. Internal Audit, Purchasing, and IT (including disaster recovery) will be added to the December 7, 2012 Synergies Committee Meeting Agenda. Commissioner Smith asked Belinda Teague-Levy to contact the appropriate County Department Directors regarding the report schedule and asking them to notify Synergies Committee member agencies' staff with similar functions, to present any synergy updates they choose to share. The Committee agreed that written updates are preferred with a brief 10 minute presentation of the updated information to the Synergies Committee.

Karen Young informed the Committee that she, Mayor McClement, Dave Dunn, Josh Russin, met to discuss potential synergies with the City of Frederick and other Synergies Committee member agencies. Alderman Young reported that the City of Frederick does not presently have an official audit function. However, the City may consider performance auditing. The City of Frederick is in the process of budget restructuring with an emphasis on government effectiveness and this may be an opportunity to consider an internal audit function.

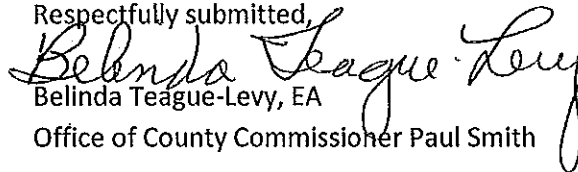
Jimmy Reeder offered to host a City of Frederick/County synergies discussion regarding law enforcement. Alderman Young voiced her willingness to listen, but noted that there are special policing functions in the City of Frederick that may not receive the same degree of support in the County's policing function. Dr. Miller suggested the consideration of achieving policing synergies through attrition and that there may be additional City of Frederick/County law enforcement synergies to be discussed.

Dr. Miller moved that the Sheriff and the City of Frederick Chief of Police be asked to discuss opportunities for synergies in law enforcement and to report potential synergies to the Synergies Committee. Commissioner Smith asked to amend the motion to state that the Sheriff and the City of Frederick Chief of Police respond back to the Synergies Committee by December 31, 2012. Commissioner Smith seconded the accepted amended motion which passed by a unanimous vote. Jimmy Reeder will contact the Sheriff regarding the Committee's action, and Alderman Young will discuss this with the City of Frederick Chief of Police.

The Synergies Committee discussed member agencies' actions regarding the use and banning of synthetic marijuana. By Committee consensus, a discussion regarding the ban of synthetic marijuana will be added to the November 20, 2012 BOE?BOCC Joint Meeting Agenda. Dr. Mill offered to facilitate this agenda addition.

Having no more business to come before the Synergies Committee, Commissioner Smith adjourned the meeting at 3PM.

Respectfully submitted,

  
Belinda Teague-Levy, EA  
Office of County Commissioner Paul Smith

REPORT AND RECOMMENDATIONS  
Of the Synergies Committee  
September 14, 2012

The Synergies Committee is a special committee that was formed by the voluntary action of the four primary, local government entities in Frederick County—Frederick County Government, the Board of Education, FCC and the City of Frederick. Other county municipalities have also participated from time to time. The objective of this committee is to facilitate the identification and implementation of strategies to promote increased savings and efficiencies by working together. The Committee completed its initial work at the end of 2011, and a Final Report was issued. However, the Committee continues to meet periodically to review and reassess progress and further savings that may be possible.

At the September 7<sup>th</sup> Synergies Committee Meeting, the Committee recommended that the four participating governments take certain actions (1) combining--to explore the combining of efforts to provide services in three department areas, and (2) communications--to reconvene department heads in four service areas to review and examine potential improvements that may be achieved through better communication and coordination.

1. Combining of services—the Committee recommends three specific actions to explore the feasibility of combining service providing operations in the following areas:
  - a. Internal Audit—the City of Frederick is inquiring about taking advantage of the County's Internal Audit services. County Manager David Dunn will discuss with City officials suggestions about how this request might be accommodated. These discussions would include cost and payment aspects of such a partnership. The County's Internal Audit already offers services to the BOE and FCC, so expanding this to Frederick City may be possible. Internal Audit also outsources some of its work, in an effort to benefit from a public-private partnership.
  - b. Vehicle Maintenance—the Committee recommends that the County, the City, BOE and FCC direct the heads of their vehicle maintenance departments to explore, analyze and evaluate the opportunities, benefits and feasibility of combining some vehicle maintenance services to achieve overall savings of dollars and/or efficiency.
  - c. IT—the Committee recommends that the County, the City, BOE and FCC direct the heads of their IT departments to explore, analyze and evaluate the opportunities, benefits and feasibility of combining some of the IT services to achieve overall savings of dollars and/or efficiency. With respect to these important services, the Committee notes that there is currently some resistance on the part of some of the governmental bodies to do this. In particular, there is a need for each entity to obtain service from individuals who are immediately available on location. There is concern about each entity controlling its own operations, rather than being dictated to by County Government. And there is also a desire by some that they not be forced to terminate current employees. The Committee is of the opinion that this latter concern can be addressed through attrition policies, and that each entity can have its own attrition policy. In addition, each entity would not be prevented from bolstering the size of its own workforce. But the Committee is of the opinion that there are combining actions that could afford significant savings to all parties willing to participate. The committee recommends that the respective government heads direct the IT heads to seriously explore options to achieve savings through some combining of services.

2. Communications/Coordination—the Committee recommends that the departments heads of four service areas be directed to reconvene to review and analyze potential area for improved efficiencies and/or savings:
- a. Purchasing Departments—although we recently made significant improvements in this area, the County has a new head of Purchasing, and the magnitude of this service area is so big and costly that a review at this time would be beneficial.
  - b. Sustainability—Because of new and potential additional regulations respecting the responsibility of local governments to take actions to clean our water and air, it would be helpful to all entities to reconvene to make sure all are brought up-to-date on the legal obligations that have been put upon us. This area is becoming increasingly complicated, and the financial impact is becoming greater. It is important that the government heads of these efforts have an on-going dialogue to efficiently and properly address these concerns.
  - c. Parks & Recreation—We recommend that these department heads reconvene to review progress and consider new efforts to work together. The completion of the Lincoln Elementary School and the Urbana Regional Park are noteworthy accomplishments that have recently come to fruition.
  - d. Public Works—We recommend that these departments reconvene to review their accomplishments and to consider further synergy efforts.

The Committee recommends that these new recommendations be promptly considered and acted upon, including addressing those that apply at the next meeting of the BOCC/BOE.

Submitted by  
C. Paul Smith,  
Chair of the Synergies Committee